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26 January 1977

STATINTL

MEMORANDUM FOR: [REDACTED]
Chief, Document Services Group

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VIA : [REDACTED]
Chief, Central Libraries Division

STATINTL

FROM : [REDACTED]
Chief, Pictorial Services Branch

SUBJECT : T.V. Camera Capability

1. This memorandum is intended to give you my thoughts on the subject of purchasing a television camera capability for the Headquarters' auditorium. I do not know that anyone has recommended the creation of a Headquarters' auditorium T.V. production capability but I can attest to the fact requests to Pictorial Services Branch to provide this kind of support have occurred regularly enough to warrant such a purchase. The most recent example came five minutes before the awards ceremony last week for Mr. Bush. A Logistic Services Division officer called almost at the time the ceremony was to begin to ask PSB to supply a television camera and technician to videotape the event. We obviously could not satisfy the request because OCR does not have a T.V. camera or the responsibility for T.V. production. Our customers assume that we have this production capability probably because we do indeed record network news programs and play back pre-recorded television shows on the video equipment in PSB.

2. I would like to have our customers know that OCR has, among other reference files, a pictorial library of motion picture films, television videotape, and still foreign personality photographs. It does not have a T.V. production capability or responsibility for television production. Pictorial Services Branch is that library and brokerage house for the purchase and distribution of motion picture films, videotape or foreign still photographs. If it is decided that there should be a television camera capability in the auditorium the responsibility for the operation should rest with the DDA (Log, OTR, or P&PD) where technicians having T.V. camera experience should be on standby to handle assignments in the auditorium.

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3. I would suggest that the people in Commo who created the very professional T.V. production facility at [REDACTED] be consulted about specifics of equipment identification. I would also have two or three manufacturer representatives review our requirements and make recommendations for the purchase of equipment best suited to our needs. T.V. camera manufacturers could also be expected to provide hands-on training for an organization purchasing their equipment. The camera unit should have a low-light recording capability because of possible restrictions on lighting in the auditorium. The unit should be of high quality but does not have to meet broadcast standards.

4. It should be noted that OCR could provide simultaneous transmission of an event recorded in the auditorium to the two OCR theatres in the 1E corridor, Headquarters, as it is videotaped. An instant replay of the televised event could then be made in both the auditorium and OCR theatres for employees not able to attend the original ceremony. This capability is a feature built in to the present OCR video playback equipment.

[REDACTED]
Chief, Pictorial Services Branch

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